

REEFTON AREA SCHOOL EOTC TRANSPORTATION RAMS

This document is part of the Reefton Area School Operational Plan for EOTC Off-site Events. At all times the leaders are risk managers. They must have a student list containing the specific learning, behavioural, and medical needs of the students; the medical needs of the leadership team; and notes on how the needs are best met. The following are the potential losses; their likely causes; and the strategies that will ensure the gains are achieved.

Risks – Potential Losses:

- 1) Injury; 2) Fatality; 3) Psychological damage; 4) Trip process disrupted
5) Vehicle stolen; 6) missing student/adult; 7) damage to vehicle

Causal Factors (all)= connection between Cause and Potential Loss	Risk Reduction Strategies (National & school standards)
<p>People Driver: a) In-attention (all) b) Tiredness (all) c) Unlicensed (1,2,3,4,7) d) Dehydration (all) e) Dangerous Driving (1,2,3,4,7)</p> <p>Passengers: f) Moving around (1,2,3,4,7) g) Distracting driver (1,2,3,4,7) h) Travel sickness (4) i) Not following instructions (1,2,4,6) j) Not wearing seat belts (1,2,4)</p>	<p>People Driver must have appropriate license for vehicle (c,e) (Staff, volunteers & contractors only to drive school vans after names recorded at office) 2 hours driving followed by 10mins rest/stretch (a,b) Drink plenty of fluids (d) Adhere to the Defensive driving code of practice (e) Check students re their travel needs (h) Sit vulnerable students up front (h) Health profiles needed on everyone, including adults and circulate to all drivers (h) Monitor seat belt use (f, j) Carry appropriate medication ((h) Give clear instructions regarding behaviour ((f,g,h,i) Give clear instructions (f,g,h,i,j) Head count at any stops (i)</p>
<p>Equipment k) Vehicle malfunction eg flat tyre, overheating (4,7) l) Exit doors not operational (1,2,3) m) Vehicle left unlocked (4,5) n) Luggage loose in vehicle (1,2,3,4,7) o) Seat belt faulty or not available (1.2.3.4)</p>	<p>Equipment Check vehicle has current WOF (k,l,o) Spare tyre checked (k) Lock it when not in use/check windows are closed (m) Emergency exits incl. all doors unlocked when on road.(1) Cell phone plus phone #s for breakdown contacts (k) One person per seat belt where available Luggage secured. (n)</p>
<p>Environment p) Road and Weather conditions - wet, wind ice and snow (1,2,3,4,7) q) Route blocked e.g .flooding (4)</p>	<p>Environment Check weather forecast (p, q) Adjust driving speed and technique to suit road and weather conditions (p, q) Respond to road signage (p, q) Carry chains (p)</p>

Contingency Plans for EOTC Off-site events

<i>Contingency Plans relate to the Potential Losses</i>
1 Injury... Own safety, check responsiveness of victim, check and action where needed the airway, breathing & circulation. Carry out a body sweep for specific injuries and treat. Make patient comfortable on insulation mat. Record condition of patient and actions taken. Medical Condition Flare Up eg Asthma Stop - use medication. Calm group down. Assess situation seek assistance.
2 Fatality-Plan A: Police deal with the victim. Call principal and evacuate the group. Implement school's trauma procedures. Plan B: Protect the body, move the group & begin grief management, call the police & principal, evacuate the group. Implement school's trauma procedures
3 Psychological -deal one on one if possible, utilize friends, look after group
4 Trip Process disrupted – select from one or more of – adjust timetable/schedule/route. Abandon trip. Reschedule the event.
5 Vehicle stolen Look after group. Call police and principal. Arrange for alternative transport.
6 Missing child/adult – Establish where last seen. Carry out search of immediate area. Assistance ASAP. Keep rest of the group together
7 Damage to vehicle Repair if possible or call up help. If need be call for replacement vehicle.
Environmental Damage - Stop students immediately. Brief them on developing healthy respect for the environment.
In all cases the school's Trauma & Follow-up plans must be implemented; and the Incident: near miss &/or injury report form must be completed
Emergency Equipment: Full first aid kit including paper bag, paper, pencil, survival bag, whistle, cell phone, emergency contact numbers, spare medication and AA card or other.

CONTACTS: Police 111; Principal Wayne Wright 027 423 1111

<p>This RAMS was generated by the Reefton Area School BOT and approved by the principal on February 17 2020</p> <p>Signed (Principal) W. Wright</p>
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Record of use:

1. This EOTC RAMS has been read by K. Hawes (teacher) on February 17 2020 and used for the TOSI Tournament event.